

***Don't just work for a company, work for a Legend***

## **Human Resources Coordinator**



### **Where Legends are Born**

**JOB SUMMARY:**

The human resources coordinator will greet all walk-in applicants and interviewees and assist them with employment applications, gaming applications and other job offer information as well as greet customers and assist them with any questions or concerns. This role will support the Human Resources team in coordinating and developing various property employee functions, including the production of written communications such as BOH posters, newsletters, and emails.

**DIRECTLY SUPERVISES (PLEASE LIST POSITION TITLES):**

None

**KEY JOB FUNCTIONS:**

- Screen all incoming applications for completeness by reviewing work history, education, training, skills & personal qualifications
- Administer assessments and utilize Hodes IQ with candidates through the hiring process
- Pre-screen candidates for selected positions by evaluating experience, skills, presentation, and suitability for openings
- Schedule interviews for recruiters
- Represents Caesars Entertainment at job fairs, career days and other outreach events when needed
- Answer, screen & route telephone calls and use appropriate telephone etiquette

- Prepare reports and/or special projects, which may include data collection, coordination, final copy preparation, distribution, etc.
- Keep all applicants and employee forms up-to-date, professional in appearance and stocked
- Provides support and service to all departments and employees
- Responsible for cleanliness, maintenance and organization of Employment office area
- Responsible for filing active and inactive employee documents and files
- Supports HR team with additional duties and projects as needed
- Assists with receptionist duties and special projects as needed
- Become familiar with all department functions within the casino in order to communicate on them effectively and accurately
- Gather information and write copy for internal communications (i.e. –BOH communications, Bathroom signs, Bulletin Board Posters, plasmas)
- Develop and produce all support collateral such as posters, table tents, paycheck messages, etc., as needed
- Develops messages and effectively use vehicles to ensure consistent, integrated and comprehensive system of communications
- Maintain property bulletin boards in designated areas. Post company memos, letters, and other business related documents within assigned timeframe. Remove postings in accordance with established timelines. Serves as a key player in communicating information and updates of time sensitive materials
- Maintain and update applicant database including statuses and assessment results
- Responsible for assisting with new hire job offers, which includes scheduling for drug test collection, gaming appointment and training classes
- Responsible for processing Maryland Gaming applications insuring all information is complete, notarized, copied and submitted to the MLGCA by due date
- Responsible for collecting and maintaining appropriate employment authorization records for I-9 reporting
- Responsible for conducting background checks
- Responsible for ordering office supplies
- Assists in responses to internal/external guests including letters, phone calls and coordination of in-person service recovery
- Training assistant as necessary for customer service, developmental training
- Be a participative member of the team by volunteering and being involved in projects, and committees, by providing input and suggestions. Contribute to the improvement of the business with creative ideas for solutions, activities, etc.
- Must have the ability to incorporate creative approaches to various projects by taking initiative and working independently
- Ability to maintain a flexible working attitude, while performing job duties in stressful situations or handling complex communication
- Adhere to regulatory, departmental and company policies in an ethical manner
- Excellent time management and prioritization of multiple communication initiatives to meet established deadlines and communication schedules for time sensitive information
- Meets the attendance guidelines of the job and adheres to the regulatory, departmental and company policies
- Must be able to work a flexible schedule
- Must be able to professionally handle sensitive information and maintain complete confidentiality

**EDUCATION and/or EXPERIENCE:**

Bachelor's Degree Required

**QUALIFICATIONS:**

- Polite professional demeanor and appearance.
- Timely follow-through and attention to detail on all projects.
- Data entry proficiency, speed/accuracy; 45 wpm typing speed.
- Demonstrates commitment to teamwork.

- Ability to work with diverse customers/applicants.
- Proficient in Word, Excel and PowerPoint.
- Some knowledge of Adobe Photoshop and Quark a plus.
- Ability to maintain highly confidential information.
- Must be able to review, comprehend and respond to resumes, applications, etc. in order to assist in selection
- Excellent organizational skills
- Excellent understanding of English, both written and verbal required. Spanish experience a plus
- 5 years of clerical/administrative experience, preferably within Human Resources
- Experience in the hospitality/entertainment industry preferred
- Must be a creative, high energy, hands on professional who can successfully multitask in a fast-paced environment.
- Must have the ability to uphold and demonstrate the highest level of integrity in all situations and recognize standards required by a regulated business

**To apply: Send resume to [rworen@oedworks.com](mailto:rworen@oedworks.com)**